

Village of Long Grove
Conservancy/Scenic Corridor Application

(See back page for instructions and additional information.)

Applicant Name: _____ Date: _____
Applicant Address: _____
Subdivision: _____
Phone: _____ E-mail: _____

Area (or areas) where work is to be performed:

- Lowland Conservancy District
- Upland Conservancy District
- Wooded Conservancy District
- Scenic Corridor
- Other (_____)

Description of work to be performed (Check all that apply):

- Remove unwanted materials. Specify: _____

- Add prairie grass and wildflowers. Specify by Latin name.: _____

- Add trees and shrubs. Specify by Latin name.: _____

- Other. Specify: _____

Professional assistance (If any) provided by:

Name of Firm: _____
Address: _____ Phone: _____
Contact: _____

Administrative Information (To be completed by Long Grove Village Officials):

Application Submitted by: _____ Application # _____
Date of Application Filing: _____
Application Fee Paid: Yes No Date: _____
Conservancy Verified by: _____ Date: _____
Date Forwarded to Committee: _____
Committee Recommendation: Approve Disapprove Date: _____
Date Forwarded to Board: _____
Board Decision: Approve Disapprove Date: _____
Date Notification Letter Sent to Applicant: _____

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Conservancy/Scenic Corridor Application
(Continued)

Instructions:

1. The following items must be submitted to the Village Office with this Application:
 - a. **The Application Fee (\$30.00)**
 - b. **Six (6) copies of the Plat of Survey and Project Plans**
 - c. **Six (6) copies of any lists or other attachments to the Application**
2. Work shall not be commenced until approval has been received from the Village.
3. **Grasses, flowers, trees, shrubs, and other materials to be used in the project must be selected from approved lists** available from the Conservancy and Scenic Corridor Committee (CSC) or the Village Offices. Note that the Latin names of trees, plants, and other materials must be shown on the lists, drawings and attachments submitted with the Application.
4. If work is to be performed in common areas of a subdivision, the Application must be submitted by the person(s) with responsibility for those areas.
5. Property owners are advised to inform neighbors of the work to be performed in private areas that abut or are near the property of others.
6. Members of the CSC or the Village Office are available to answer questions or provide assistance in the completion of the Application.

Application Process:

1. Completed Applications are forwarded to the CSC Committee by the Village Office. One or more members of the Committee will contact the Applicant or his/her contact within a few days following receipt of the Application and arrangements will be made to visit the property and discuss the work to be performed.
2. The Application will then be discussed in the Committee and a recommendation of approval or disapproval will be forwarded to the Village Board where action will be taken. The Applicant will be notified of approval or disapproval following the vote of the Board. Applicants are not required to attend the meetings of either the Committee or the Board; but, are welcome to do so if they wish.
3. Although the Committee and the Village Board will make every effort to expedite the application process, approval may take several weeks. The actual time needed for consideration will depend upon the timing of the Application and may be delayed if there are unusual circumstances involved in the project. Questions regarding the schedule of Committee and Board meetings should be addressed to the Village Office or any CSC Member.

I understand that as a Conservancy/Scenic Corridor Applicant, I shall be responsible for all professional fees incurred by the Village in connection with said request, including, but not limited to, engineering fees, attorney fees and planning fees. By signing this application, I agree to be liable for such costs, and agree to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment. Furthermore, this application shall not be forward to the Village Board until the Village Manager verifies that the above described fees have been paid in full.

Name of applicant _____

Signature of applicant _____

Record of CSC Activity (To be completed by the CSC):

Date Received: _____

Application Assigned to: Primary: _____

Secondary: _____

Record of Contacts with Applicant and Others: _____

CSC Recommendation:

Approve

Disapprove

Date:
